OWENS COMMUNITY COLLEGE
PROCEDURES

Nepotism **Board Policy No.: 3358:11-5-49**

PROCEDURES:

In a circumstance where a current employee's relative is hired, transferred into or promoted to a permanent position that may be difficult to fill or needs to be filled on an interim basis, and the required skills and/or qualifications are met by the relative, the following procedures must be followed.

1. A proposed written plan by the hiring manager must be submitted to the Vice President of Human Resources that ensures compliance with each area of the following statement from the policy (*emphasis added*): *That is, no employee is permitted to work in a position where* ***work responsibilities, salary, evaluation of performance, or other terms and conditions of employment*** *could be influenced by a relative.*
2. The written plan must abide by Ohio Revised Code 102.03 and Ohio Revised Code 2921.42.
3. Upon review and recommendation, the Vice President of Human Resources will submit the proposal to the President for final approval of the plan.
4. If the President approves, the final plan must be signed by the hiring manager, the employee who will be in the supervisory position, the newly hired/promoted/transferred employee and the Vice President of Human Resources.
5. If the proposed plan is not approved by the Vice President of Human Resources and/or the President, the hiring manager will be informed of the rationale behind the decision and will be responsible for communicating this to the employee who has applied for a transfer or promotion.

Effective Date November 21, 2024